

Scholastic Inc/ Publishing company Corporate/ Special Library

557 Broadway, New York, NY 10012

Located in SoHo neighborhood/ downtown Manhattan

(Broadway between Prince and Spring near Broadway -Lafayette subway station, Spring St Station and Prince St station)

The library serves the writers, editors, and other corporate staff at Scholastic Inc, the children's book publisher.

Fall 2013 Internship Opportunities at Scholastic Inc/ SoHo

Requirements: Library School Student must be enrolled in an internship course for school credit and must provide proof of registration in internship class.

Hours: Flexible weekdays (no weekends, no evenings)

Position Description: As an intern at the Scholastic Library/Archives, the library school student will be exposed to the day-to-day workings of a corporate special library and archive. The intern will learn the basics of maintaining an archival book collection and corporate reference work. The intern will assist the Library staff with various tasks including, but not limited to:

1. Assist in retrospective book cataloging project as well as in cataloging new and incoming books.
 1. Reference work, article searching, using ProQuest, Factiva, Nexis and other sources
 2. Archive maintenance

If interested, please send resume to library@scholastic.com, Karen Van Rossem